

8 December 1960

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MEMORANDUM FOR : [REDACTED]

SUBJECT : Report of Cable Secretariat Operations From
1 - 30 November 1960

1. Cables Processed

a. The Cable Secretariat reproduced and disseminated 14,091 IN cables, 5,645 OUT cables, 1,355 TD's and 895 miscellaneous items for a total of 21,482 work items during November 1960. This represents an increase of 3,967 items or 23% more than the 1959 monthly average of 17,515.

b. Cables increased 3,632 or 23% over the 1959 monthly average of 15,600 cables. The November total is 848 or 4% less cables than October 1960 and 5,616 or 41% more cables than November 1959.

c. TD's increased 233 or 20% over the 1959 monthly average of 1,122 TD's.

d. We processed an average of 837 cables Monday through Friday, 527 on Saturday and 232 on Sunday.

e. 1,712 cables or 9% of all cables processed were furnished to the Director as compared to 1,737 or 9% for October 1960.

2. Personnel

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25X1A Last month a mail and file clerk went on military leave for six months, reducing our total to [REDACTED] people out of a ceiling strength of [REDACTED]. The Office of Personnel knows of our needs and is doing all they can to assign some people to us soon. We are really undesirably low on people, and I plan to build our strength to [REDACTED] as soon as possible on the basis of the trend in cable traffic.

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3. General

We are working closely with WH in anticipation of an increased traffic load there. They plan to open a Signal Center in WH/4 in December which will necessitate some changes in our processing of WH/4 traffic, but we can handle it.

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[REDACTED]
Cable Secretary

HS/MC- 913